



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

**Posting #AOC0222N23**  
**Contract Position**

### **Wilmington Community Court Coordinator**

**Opening Date:** February 22, 2023

**Closing Date:** March 13, 2023 or until filled

**Contract Amount:** Grant funding for the Community Court Project Planner/Coordinator is up to \$65,000 annually. Length of the grant is 42 months grant.

**Location:** Leonard L. Williams Justice Center, Wilmington, DE

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#### **Essential Functions:**

The Administrative Office of the Courts ("AOC") is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of grant funding through the Delaware Criminal Justice Council, funded through the U.S. Department of Justice, Bureau of Justice Assistance. The goal of this grant is to support the operations of the Community Court located in Wilmington. The Community Court will provide low-level offenders with services such as substance abuse treatment; mental health treatment; and job readiness as an alternative to fines or short-term incarceration. The Community Court will seek to help justice-involved individuals positively re-integrate into the community.

This contract, with a maximum limited term of 3 ½ years, will provide for the services of one full-time Coordinator. Under the supervision of the AOC, the Coordinator will serve as the point of contact for Community Court and the Community Resource Center; manage the daily operations of the specialized docket to include case management; maintain an accurate filing system; collect program data; perform advisory functions for the presiding judicial officer of Community Court; develop an efficient system of communication with required stakeholders; assist in the development, coordination and implementation of Community Court services, activities and events; actively engage with the community and develop community outreach protocols; collaborate with contractors to implement screening tools to identify the risk/needs of justice-involved individuals; manage Community Court marketing efforts; coordinate Community Court services through collaboration with community providers; and provide accurate reporting to the Community Court Committees and for grant purposes.

### **Essential Skills and Qualifications:**

1. Possession of a Bachelor's degree or higher in Public Administration, Criminal Justice, Social Work, Psychology, or related field OR 4 to 6 years of relevant experience.
2. Experience in providing clinical treatment, screening individuals, individual and group counseling or determining eligibility for services or benefits as part of a treatment team.
3. Experience in developing social services programs that include assessing, planning, developing and implementing clinical criteria, monitoring, and evaluating options and services.
4. Experience reviewing, synthesizing, and presenting policies and procedures and ability to monitor progress or compliance with best practices.
5. Familiarity with the community court model, other problem-solving courts and the key components associated.
6. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
7. Ability to communicate clearly, effectively, and respectfully in all modes of communication.

### **Preferred Skills:**

1. Experience in project management including planning, stakeholder engagement, statistical analysis, and managing project deliverables.
2. Knowledge and awareness of the local community and leadership among community members.
3. Bilingual skills are preferred, but not mandatory.

Interested individuals should submit a **letter of interest and resume no later than March 13, 2023** by any one of the formats listed below prior to the closing date of this announcement

1. Send your letter of interest and resume as an email attachment with the words "Wilmington Community Court Coordinator" in the subject line to [apps.aoc@delaware.gov](mailto:apps.aoc@delaware.gov) (**preferred method**).
2. Fax your letter of interest and resume to (302) 255-2217, Attention: Human Resources.
3. Mail your letter of interest and resume to:

Human Resources  
Administrative Office of the Courts  
405 N. King Street, Suite 507 Wilmington,  
DE 19801